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Class Specifications  
for the Class:

BOATING SAFETY EDUCATION SPECIALIST  
(BOATING SAFETY EDN SPCLT)

**Class Distinguishers:**

Complexity: The position in this class independently plans, coordinates and implements statewide informational and educational programs and activities to promote safety in recreational boating activities on ocean waters, navigable streams and beaches under jurisdiction of the State; and serves as liaison between the State ocean recreation and coastal areas program and federal and State agencies to coordinate activities; other State and foreign agencies for the exchange of recreational boating activities information; and the boating public. Recreational boating activities are activities which involve the utilization of watercraft for sports, hobbies, or pleasure, and include motorized vessels (e.g., thrill craft such as jet skis, wave rider and wet bikes; motor boats; power boats; etc.) and non-motorized vessels (e.g., canoes, kayaks, sailing vessels, etc.). Programs and activities include water safety classes for watercraft users; water safety curricula for public and private school children; public exhibits and demonstrations; and presentations to organizations and community groups. The work involves developing course syllabi; preparing educational and informational materials; coordinating program activities with U.S. Coast Guard Auxiliary boating safety classes, by providing facilities and training aids; and directing and scheduling others (e.g., departmental marine enforcement and harbor agent personnel, contracted personnel, and volunteers) who assist by conducting water safety classes.

Personal Contacts: Personal contacts are extensive and include coordination and liaison with the U.S. Coast Guard and Coast Guard Auxiliary; other State agencies; county, federal, other state and foreign agencies; educational institutions; organizations; and special interest and community groups.

Supervision Received: Work is performed under the general supervision of the Boating and Ocean Recreation Division Chief and in accordance with established policies and procedures.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Basic education/training methods and techniques; methods and techniques in the development of curricula and training aids; boating laws; boating safety rules, regulations and practices; various recreational boating activities and factors impacting the safety of such activities; public speaking; research methods and techniques; and report writing.

Ability to: Plan, develop, and coordinate pertinent informational and educational boating safety programs and activities; develop educational materials and training aids; compile and organize information; communicate effectively both orally and in writing; read, comprehend and interpret various written material; and establish and maintain effective working relationships with others.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, develops, promotes, and implements boating safety programs and activities for schools, boating organizations, special interest groups and the general public throughout the State.
2. Develops program specifics including administrative processes and course syllabi.
3. Coordinates programs and activities with existing boating and water safety programs provided by federal, State and county agencies.
4. Identifies, develops and organizes information, education and training resources.
5. Develops educational materials such as training aids, manuals, and pamphlets; or adapts educational materials from other private, county, state or federal sources.
6. Plans and designs exhibits and demonstrations for public display.

7. Prepares and distributes informational materials such as brochures, bulletins, articles, newsletters, and news releases to disseminate pertinent information to the public.
8. Maintains liaison with the U.S. Coast Guard and other State agencies and recommends changes in boating rules and regulations.
9. Directs and schedules other departmental personnel and volunteers who conduct boating and ocean safety presentations in schools and for interested community groups and individuals.
10. Assists the division chief with resolving problems surrounding safety in recreational boating activities by serving as a resource in meetings with individuals and groups to hear problems and concerns such as conflicting interests between groups.
11. Responds to inquiries from other State agencies, special interest and community groups, organizations, and the general public for information pertaining to recreational boating safety.
12. Cooperates with other state and foreign agencies for exchange of recreational boating activities information.
13. Establishes and maintains effective relationships with the media, State administration, community and school groups to publicize and coordinate the program.
14. Serves as State representative to the National Boating Safety Seminar and Education Committee of Western States Boating Administrators Association (WSBAA), and National Association of State Boating Law Administrators (NASBLA).

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This is the first specification for the new class, BOATING SAFETY EDUCATION SPECIALIST (BOATING SAFETY EDN SPCLT).

Effective Date: \_\_\_\_\_

DATE APPROVED: \_\_\_\_\_

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JAMES H. TAKUSHI  
Director of Human Resources Development